



ARIZONA STATE PARKS VOLUNTEER HOUSING POLICY

PURPOSE

Arizona State Parks may provide on-site housing for volunteers in order to provide convenience and accessibility for the accomplishment of specific projects. Volunteers may reside on-site for short-term (less than 7 days) or long-term (up to 6 consecutive months) periods. The on-site housing must be vacated at the conclusion of the approved length of stay. Arizona State Parks provides on-site housing for the purposes outlined in this policy for the benefit of the Agency, not for the economic benefits of volunteers.

Exceptions to the Housing Policy must be approved in advance by the Chief of Operations unless otherwise stated. All agency costs are subject to available funds and resources and nothing in this Policy shall bind the Agency to expenditures in excess of funds appropriated, allotted or approved for such expenditures.

DEFINITIONS

- On-site housing: either Agency-owned or volunteer-owned residences located on park property for the purpose outlined herein.
- Agency-owned residences may vary in age, size and quality from property to property.
- Resident volunteer: a volunteer of Arizona State Parks who has been assigned on-site housing for any period of time.
- Resident household: the resident volunteers' spouse, dependant children, or other adults residing with the resident volunteer. All adults residing in the resident household for more than 14 days must have a signed volunteer housing agreement and a signed volunteer agreement.

APPROVED OCCUPANTS

On-site housing may be occupied only by approved occupants. Approved occupants shall be specifically listed in the housing agreement and shall be limited to the resident volunteer and resident household.

The resident volunteer may have guests stay for up to 3 days without prior approval from the Park Manager. A stay of over 3 days, but under 14 days may be approved by the Park Manager.

The resident volunteer must obtain approval from the Chief of Operations prior to any change in approved occupants and shall revise the Housing Agreement to reflect any such change, within 10 days of approval.

Members of the resident household have no independent right to occupy the on-site housing and must vacate the premises after receiving notice by the Agency. The Park Manager will determine the reasonable time needed to vacate the premises, but it should not exceed 10 days.

The resident volunteer and members of the resident household agree to requirements of the Agency's Housing Policy and understand that their Housing Agreement may be terminated if they fail to comply with this policy.

RESIDENCES

Installation of any permanent or semi-permanent improvement, fixture, addition or major maintenance is prohibited. Temporary structures may be permitted with approval of the Park Manager. These may include: screened rooms, shade canopies, dog runs, etc.

If available on park, The Agency may provide water, trash, sewage disposal and electric costs.

The resident volunteer shall notify the Park Manager within 24 hours of any identified safety problems within an Agency-owned residence.

The resident volunteer shall ensure that the residence, yard and adjacent areas meet acceptable standards for appearance, safety and function. The Park Manager shall enforce quality maintenance standards for the residences and adjacent areas.

CONDITIONS FOR LIVING IN ON-SITE HOUSING

All park rules apply within the park residence areas and will be strictly enforced. Unlawful activity is prohibited in the residence areas. Resident volunteers are responsible for ensuring that all members of their resident household obey all laws and rules in the residence areas and in the park. Failure to abide by laws and rules may result in the cancellation of the Housing Agreement and disciplinary actions up to and including dismissal of the resident volunteer.

Overnight guests are limited to 14 consecutive days. Resident volunteers are responsible for ensuring that their guests obey all rules and laws in both the residence areas and the park.

Resident volunteers and their households are expected to be considerate of other park residents. The resident volunteer is responsible for monitoring noise levels (radios, televisions, gatherings, etc) to ensure that fellow residents and park visitors are not disturbed.

Resident volunteers and their households are prohibited from conducting any non-park business within the park.

Pets are not allowed to roam free outside the confines of the housing unit or designated yard areas and all leash rules must be obeyed. No vicious animals or nuisance pets may be kept in the volunteer residence areas or campground host sites. Local ordinances shall determine if an animal is considered vicious or a nuisance. Pets shall not be kept in such a way as to inhibit park visitors from approaching a park residence for emergency assistance.

No livestock (horses, cows, sheep, goats, pigs, chickens, etc) is permitted in park residence areas without written permission.

A signed Housing Agreement must be completed for all on-site resident volunteers. The Housing Agreement form establishes that the resident volunteer and the resident household is aware of and agrees to the terms and conditions of the Housing Policy. Specific stipulations in each Housing Agreement may vary. Each Housing Agreement must be approved and signed by the resident volunteer, members of the resident household over 18 years of age, the Park Manager and Regional Manager. Any changes to the Housing Agreement or to the Housing Policies must be in writing and signed by all parties.

TERMINATION OF HOUSING AGREEMENT

The Housing Agreement may be terminated due to a change in the Agency's management objectives; a volunteers' resignation or dismissal, or for failure on the part of the resident volunteer or members of the resident household to satisfy the conditions of the Volunteer Housing Policy or, Housing Agreement, or Volunteer Agreement. It may also be terminated by mutual agreement of the resident volunteer and the Chief of Operations.